



JOB INFORMATION

Job Code:	165683
Job Title:	Technical Artist IV
FLSA Status:	Exempt
Supervisory:	Leads employees performing similar work on a project basis.; May oversee student and/or temporary workers.
Job Family:	Technical Artist
Job Family Group:	Arts Production Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Serves as key leader or technical specialist for the creation and development of all art work related to a project(s) including the creative design and technical art approach. Selects, defines and utilizes technical and creative resources to achieve consistency of art throughout the project while meeting all project requirements such as budget, schedule, aesthetic and technical matters. Administers art budget and assigned resources. Researches, conceptualizes, and creates 2D and 3D computer graphic assets using off-the-shelf and/or proprietary software. Provides leadership in forming policies and norms regarding the creation, modification, enhancements, standards and maintenance of art asset pipelines. Creates, describes and maintains newly developed processes. Works directly with engineers, programmers, artists, content designers, and researchers to pioneer, enhance, and advise on technical issues relating to art and to achieve team and project goals, including the integration, definition and meeting of requirements for art assets. Creates and documents guidelines to achieve appropriate balances between technical and aesthetic requirements. Researches and creates advancements in new tools while working towards advancements in art technology as needed and assists with research publications. Provides technical consulting and serves as technical art expert for the team.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
X		Specialized/technical training	
	X	Bachelor's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience and proficiency using off-the-shelf art 2D and 3D development, plus video editing and compositing tools.
X		Strong design knowledge and experience creating art assets that meet and define requirements and production pipelines.
X		Demonstrated ability to define and implement visual styles.
X		Knowledge and a strong understanding of multimedia scripting.
X		Understanding of programming and advanced rendering techniques.
X		In depth knowledge of character/vehicle rigging, skinning and animation.
X		Demonstrated high quality 3D modeling, texturing and understanding of the principles of animation.
X		Demonstrated content and asset management source control.
X		Experience leading a team while creating deliverables, meeting deadlines and budgets, working both independently and with a team.
X		Must be able to meet deadlines and work with minimal direction.
X		Experience as a lead artist on a successful project.
X		Demonstrated proficiency in training others.
X		Must be able to communicate effectively with not only team members, but outside entities as well.

Other Job Factors

- Evening or weekend work may be necessary to meet deadlines or solve specific problems.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Serves as key leader or technical specialist for the creation and development of all art work related to a project(s). Leads, defines and directs the artistic look of projects including the creative design as well as the technical art approach. Writes art technical design. Coordinates proposal and request for bid documentation, both internal and external.				
Leads, guides, defines and directs technical and creative artists to achieve consistency of art throughout the project while meeting all project requirements such as budget, schedule, aesthetic and technical matters.				
Interviews, selects, reviews and evaluates artists for the team. Administers budget and task allocations within the art team, both internal and external. Leads art staff in regards to art asset creation. Reviews work for overall compliance to standards and provides quality assurance and feedback to resources both internal and external.				
Facilitates and trains technical artists. Consults with and orients research programmers and research scientists about the technical artistic constraints of a project. Writes tutorials as necessary, creates and maintains art pipeline process documentation.				
Researches and develops cutting-edge techniques and art technologies. Advances the state of art through research publication and collaboration. Researches, conceptualizes, and creates 2D and 3D computer graphic assets using off the-shelf and/or proprietary software. Creates and evaluates new technologies.				
Models and textures 3D architectural environments such as buildings, settings, terrains, modes of transportation, objects/props, etc., and other art related needs within the aesthetic vision.				
Creates and retargets animation for characters, vehicles and props using existing or custom rigs. Creates storyboards to show new concepts. Creates new rigs and defines standards. Consults and trains technical artists, both internal and external to use defined standards.				
Constructs environments using mapping, scale, proportion and lighting to complete the artistic goals.				
Researches and develops advancements in pipeline techniques. Designs and creates new art tools with programmer assistance. Tests and/or coordinates testing for new tools and/or features. Evaluates, creates instructions and recommends tools for use by the art team.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Analyzes, evaluates and initiates streamline processes and features needed to improve production. Researches, creates and describes newly developed processes. Directs the implementation of processes and trains others to utilize new procedures, as needed.				
Creates, modifies, enhances, standardizes, and maintains pipelines for art assets and seeks out inefficiencies and problems. Identifies problems, makes recommendations and/or creates solutions to resolve problems.				
Serves as consultant for projects and assigned art teams, especially in regards to the usage of pipeline standards, guidelines, tools and procedures.				
Solves pre-production and production issues by applying technical expertise to ensure art assets meet project requirements. Identifies problems in current systems, produces test cases, determines best course of action and implements fixes.				
Communicates technical issues to programming staff and facilitates communication between the artists and programmers.				
Creates, maintains and implements naming conventions, directory structures and asset management. Documents processes and defines production pipeline standards.				
Establishes, builds, and maintains vendor relationships and attends vendor/industry sponsored events to identify and communicate industry trends, features and techniques.				
Assists with research publications and serves as the technical art expert for the department.				
Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR

partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.